



SHAMNA HASSAIN

DATA ENTRY

Highly skilled and dynamic data entry specialist working with Data entry systems to support and enhance business processes. Adept in maintaining organized filing system by entering, reviewing and editing data to ensure completeness and accuracy.

CONTACT



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PERSONAL DETAILS

Date of Birth

12th May 1997

Nationality

Indian

Location

Al Nahyan, Abu Dhabi, UAE

Visa Status

Husband's Visa

ACADEMICS

B Com Finance

(University of Calicut)

Certification in Hospital Administration

(JAIN University Cochin)

HSE Commerce

Kerala Board of Higher Secondary

SSLC

CBSE

COMPUTER KNOWLEDGE

- Tally Prime
- MS Office

LANGUAGES

English

Arabic

Malayalam

WORK EXPERIENCES

- ❖ Data entry specialist, Progress Transactions Follow up Services, Abu Dhabi, UAE (2024-Present)

Responsibilities

- Processed high-volume data in database
- Created and maintained customer logs and book-keeping spreadsheets.
- Entered and reviewed data updates in the system to ensure accuracy.
- Data verification
- Maintained the confidentiality and security of all data
- Typing ICP smart services
- Forwarding specific reports as requested, on time and in a clear concise manner

- ❖ Data Entry Executive, HUBGATE Computers, India (June 2021 To December 2022)

Responsibilities

- into databases Processed 1 and half years of experience in data entry and administrative duties..
- Create notes of tasks, files and progress .
- To Maintain large volumes of customer information.
- Compare data to source documents to ensure accuracy.
- Demonstrated proficiency in Microsoft Office, especially Excel Spreadsheets.
- Processed high-volume data within tight deadline.

SKILLS

- Strong organizational and Time Management Abilities
- Excellent communication skill
- MS Excel
- Innovative Thinking
- Administrative support

DECLARATION

I hereby declare that the above information has been amended with my knowledge and bears the correctness of the statement.

SHAMNA HASSAIN